🕵️ Register a Card Terminal

To register/configure a card terminal, complete the following steps:

1. Click the **Administration** tab.

2. Select **Manage Card Processing**>**Card Terminal Configuration** and select **Modify**.

> **Application Tip**
>
> If you are configuring a card terminal and you have not started the
> OTCnet Local Bridge (OLB) application, you receive the following
> message: "*Card terminal detection failed. Ensure that the OLB application
> is running.*"
>
> Refer to the Administration Chapter 2: Accessing and Navigating OTCnet
> User Guide, Start and Stop the OTCnet Local Bridge (OLB) Application
> printable job aid for step-by-step instructions on starting the OLB
> application.

3. The Step 1 of 3: Select OTC Endpoint page appears. Select the OTC Endpoint. Click
    Add. The Endpoint appears under **Configured OTC Endpoint**. Click **Next**.

4. The *Step 2 of 3: Card Terminal Registration* page appears. Enter **Card Terminal
    Internet Protocol (IP) Address**.

> **Application Tip**
>
> Internet Protocol (IP) Address is a unique number or address that
> computing devices (e.g., laptops, tablets, mobile phones, etc.) connected
> to a computer network, use to identify themselves and communicate with
> other devices in an IP-based network (e.g., the Internet).

5. Click **Register**. The system searches for the pairing pin. A pairing pin displays.

> **Application Tip**
>
> A pairing pin is a unique eight-character OTCnet-generated number used
> to pair OTCnet and the card terminal. **Note**: It may take 15-20 seconds to
> receive a pairing pin. The number is entered the card terminal.

6. Enter the Pairing Pin on the card terminal. Press the **green button**. The green button
    indicates "OK" on the card terminal. The system compares Merchant IDs.

> **Application Tip**
>
> A **Merchant ID** is a unique designator assigned by Worldpay to reflect the processing location. Each agency has several Merchant IDs under a single **Chain Code**, to distinguish which agency location processed card transactions. The **Merchant ID** is entered at the lower-level endpoint in OTCnet.

7. The "*Registration Successful!*" message appears. Click **Next**.

8. The "*Connection successful!*" message appears. Click **Next**.

9. The *Step 3 of 3: Review the Terminal Configuration* page appears. Click **Submit**.

> **Application Tip**
>
> The page loads and the system verifies the OLB connection. Once the OLB connection is established, the system verifies configuration. When the configuration is retrieved, view the current information; **Card Terminal Serial Number**, **Host Name**, and **IP Address** of the configured card terminal. **Card Terminal Serial Number** is automatically populated in OTCnet, from the card terminal, after the card terminal registration is complete.

> **Application Tip**
>
> Click the **Edit** hyperlink if you need to modify the information entered.
> Click the **Unregister** hyperlink if you want to unregister the terminal.

10. The *Confirmation* page appears. View the card terminal configurations, which are automatically populated.

> **Application Tip**
>
> Additional button on the page that helps you perform other tasks:
> - Click **Return Home** to return to the OTCnet Home Page.